

PERSONNEL BOARD SUMMARIZED MINUTES

Monday, September 14, 2015 – 6:00 p.m.

Call to Order/Roll Call of Members: Pat Carnevale, Chairperson; Norberto Alvarez, Member; Stephen Dielmann, Member; Luis Zubieta, Member. **ALSO PRESENT:** Gelien Perez, Acting HR Director; Karen Callejo, Assistant City Attorney; and Annette Otaño, Secretary. **Absent:** Zoraya Pena, Member.

ON THE DAIS:

New Business Items 27a - Request to approve new civil service classification and job description for Records Technician

New Business Items 27b - Request to approve new civil service classification and job description for Special Projects Coordinator I

New Business Items 27c - Request to approve new civil service classification and job description for Special Projects Coordinator II

AGENDA

1. Request to hold **Elections** for the positions of Chairperson and Vice-Chairperson.

Mr. Carnevale addressed that on the August 3, 2015 Personnel Board meeting, he was legally re-elect as Chairperson and Ms. Ferro-Ameniero as Vice Chairperson. As of September 2015 Ms. Ferro-Ameniero was not re-appointed by the Mayor as a member to the Personnel Board. Mr. Carnevale suggested for elections to be held for the following month when all members are present, for Chairperson and Vice Chairperson or submit to a Vice Chairperson election only.

Mr. Alvarez suggested to not hold elections for next month. Mr. Alvarez addressed and agreed the elections were held the month before after it had been delayed all summer. Mr. Alvarez also addressed only elects for the Vice Chairperson was needed.

Mr. Pat Carnevale nominated Mr. Alvarez for Vice Chairperson.

Motion made to elect Mr. Alvarez as Vice-Chairperson.

APPROVED. Motion by Mr. Carnevale. Second by Mr. Zubieta. Passed by unanimous vote.

2. Request to approve the minutes of the August 3, 2015 Personnel Board meeting.

APPROVED. Motion by Mr. Alvarez. Second by Mr. Zubieta. Passed by unanimous vote.

3. Request to approve leave with pay, because of death in the immediate family, for the listed employees, in accordance with Rule 13, Section 5 (f) of the Civil Service Rules and regulations, received August 2015.

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| 1. Juan Valdes | Parks and Recreation |
| 2. July Fernandez | Police Department |
| 3. Domingo Hernandez | Police Department |
| 4. Janet Hernandez | Public Works |

5. Margarita Villalobos Risk Department

APPROVED. Motion by Mr. Dielmann. Second by Mr. Zubieta. Passed by unanimous vote.

4. Report of Leave without Pay for August 2015.

SO NOTED.

5. Report of Civil Service Appointments for August 2015.

SO NOTED.

6. Report of Civil Service Resignations for August 2015.

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| 1. Michael Christian Diaz | Community Development |
| 2. Armando Cerepo, Jr. | Fire Department |
| 3. Norberto Masso | Fire Department |
| 4. Odalis Frometa | Parks and Recreation |
| 5. Daniel Ceasar Cabrera | Public Safety Communications |

SO NOTED.

7. Report of Maternal/Paternal Leave for August 2015.

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|------------------------|-------------------|
| 1. Orlando Amador | Fire Department |
| 2. Ricardo Babich | Police Department |
| 3. Peter Elias Delgado | Police Department |
| 4. Hever Aguiar | Solid Waste |
| 5. Ricardo Marin | Public Works |

SO NOTED.

8. Report of Leave of Absence for August 2015. **None.**

SO NOTED.

9. Request to certify the eligibility list for **Complaint Officer I.**

APPROVED. Motion by Mr. Alvarez. Second by Mr. Dielmann. Passed by unanimous vote.

10. Request to certify the eligibility list for **Complaint Officer II.**

APPROVED. Motion by Mr. Alvarez. Second by Mr. Dielmann. Passed by unanimous vote.

11. Request to certify the eligibility list for **Police Radio Dispatcher.**

APPROVED. Motion by Mr. Zubieta. Second by Mr. Alvarez. Passed by unanimous vote.

12. Request to certify the eligibility list for **Public Safety Communication Supervisor.**

APPROVED. Motion by Mr. Alvarez. Second by Mr. Dielmann. Passed by unanimous vote.

13. Request to certify the eligibility list for **Water and Sewer Human Resources Liaison.**

APPROVED. Motion by Mr. Dielmann. Second by Mr. Alvarez. Passed by unanimous vote.

14. Request to conduct a Civil Service examination for the **Accountant** position with the following criteria:

- a. In-house, non-competitive
- b. 60% Oral
- c. 40% Education and Experience
- d. Must obtain a minimum score of 70% on the oral portion.
- e. A minimum score of 70% must be obtained in order to be placed on the eligibility list.

Copy of the job description is attached. (No eligibility list on file)

Range 51 - \$1,294 - \$2,639 Bi-weekly

APPROVED with changes to be made on Ms. Bernal's resume; must submit an updated resume exhibiting more work history. Motion by Mr. Zubieta. Second by Mr. Dielmann. Passed by unanimous vote.

15. Request to conduct a Civil Service examination for the **Accounting Clerk I** position with the following criteria:

- a. In- house, Competitive
- b. 100% Written
- c. Must obtain a minimum score of 70% on the oral portion.
- d. A minimum score of 70% must be obtained in order to be placed on the eligibility list.

Copy of the job description is attached. (No eligibility list on file)

Range 43 - \$806 - \$1,486 Bi-weekly

APPROVED. Motion by Mr. Zubieta. Second by Mr. Dielmann. Passed by unanimous vote.

16. Request to approve the revised job description and to conduct a Civil Service exam for the **Administrative Aide For Central Services (Confidential)** position with the following criteria

- a. In-house, non-competitive
- b. 60% Oral
- c. 40% Education and Experience
- d. Must obtain a minimum score of 70% on the oral portion.
- e. A minimum score of 70% must be obtained in order to be placed on the eligibility list.

Copy of the revised job description is attached. (No eligibility list on file)

Range 28 - \$1,077 - \$2,170 Bi-weekly

APPROVED. Motion by Mr. Dielmann. Second by Mr. Alvarez. Passed by unanimous vote.

17. Request to conduct a Civil Service examination for the **Junior Accountant** position with the following criteria:

- a. In- house, non-competitive
- b. 60% Oral
- c. 40% Education and Experience
- d. Must obtain a minimum score of 70% on the oral portion.
- e. A minimum score of 70% must be obtained in order to be placed on the eligibility list.

Copy of the job description is attached. (No eligibility list on file)

Range 48 - \$1,077 - \$2,170 Bi-weekly

APPROVED. Motion by Mr. Zubieta. Second by Mr. Alvarez. Passed by unanimous vote.

18. Request to abolish current eligibility list (certified October 2, 2006) and conduct a Civil Service examination for the position of **Library Services Supervisor** with the following criteria:

- a. In- house, non-competitive
- b. 60% Oral
- c. 40% Education and Experience
- d. Must obtain a minimum score of 70% on the oral portion.
- e. A minimum score of 70% must be obtained in order to be placed on the eligibility list.

Copy of the job description and current eligibility list are attached.

Range 52- \$1,476 - \$3,058 Bi-weekly

APPROVED with merging of the current list. Motion by Mr. Alvarez. Second by Mr. Dielmann. Passed by unanimous vote.

19. Request to conduct a Civil Service examination for the position of **Program Specialist I** with the following criteria:

- a. In- house, non-competitive
- b. 60% Oral
- c. 40% Education and Experience
- d. Must obtain a minimum score of 70% on the oral portion.
- e. A minimum score of 70% must be obtained in order to be placed on the eligibility list.

Copy of the job description is attached. (No eligibility list on file)

Range 46 - \$960 - \$1,855 Bi-weekly

APPROVED. Motion by Mr. Zubieta. Second by Mr. Alvarez. Passed by unanimous vote.

20. Request to abolish the eligibility list for the position of **Assistant Aquatics Manager** certified at the August 3, 2009, Personnel Board meeting (pursuant to Civil Services Rules and Regulations, Employment and Promotional Lists, Rule VII, Section 2).

APPROVED with merging of the current list. Motion by Mr. Alvarez. Second by Mr. Zubieta. Passed by unanimous vote.

21. Request to abolish the eligibility list for the position of **Public Safety Communications Officer** certified at the December 7, 2009, Personnel Board meeting (pursuant to Civil Services Rules and Regulations, Employment and Promotional Lists, Rule VII, Section 2).

APPROVED. Motion by Mr. Zubieta. Second by Mr. Dielmann. Passed by unanimous vote.

22. Request to abolish the eligibility list for the position of **Logistic Specialist** certified at the June 29, 2010, Personnel Board meeting (pursuant to Civil Services Rules and Regulations, Employment and Promotional Lists, Rule VII, Section 2).

APPROVED. Motion by Mr. Dielmann. Second by Mr. Zubieta. Passed by unanimous vote.

23. Request to abolish the eligibility list for the position of **Education Special Programs Director** certified at the April 12, 2010, Personnel Board meeting (pursuant to Civil Services Rules and Regulations, Employment and Promotional Lists, Rule VII, Section 2).

APPROVED with merging of the current list. Motion by Mr. Alvarez. Second by Mr. Dielmann. Passed by unanimous vote.

24. Request to abolish the eligibility list for the position of **Business Tax Inspector I** certified at the October 3, 2011, Personnel Board meeting (pursuant to Civil Services Rules and Regulations, Employment and Promotional Lists, Rule VII, Section 2).

APPROVED with merging of the current list. Motion by Mr. Alvarez. Second by Mr. Dielmann. Passed by unanimous vote.

25. Request to abolish the eligibility list for the position of **Program Specialist III** certified at the June 2, 2014, Personnel Board meeting (pursuant to Civil Services Rules and Regulations, Employment and Promotional Lists, Rule VII, Section 2).

APPROVED with merging of the current list. Motion by Mr. Alvarez. Second by Mr. Dielmann. Passed by unanimous vote.

26. Request to hear **Unfinished Business.**

Personnel Board Chairperson Pat Carnevale welcomed the two new board members, Mr. Stephen Dielmann and Mr. Luis Zubieta and wished them a good journey on their council; Chairperson Pat Carnevale also wished Assist City Attorney, Ms. Karen Callejo good luck on her new career. Mr. Carnevale lastly mentioned he would like to give recognition to the two past board members, Ms. Ferro-Ameneiro and Mr. Leal for their past services to the board. Mr. Carnevale suggested to issue a

plaque for both Ms. Ferro-Ameneiro and Mr. Leal and Ms. Perez, Acting Human Resources Director approved.

27. Request to hear **New Business.**

- 27a. Request to approve the **new** civil service classification and job description for the position of **Records Technician.**

Copy of **new** job description is attached. (No eligibility list on file.)

Range 48 - \$1,077 - \$2,170 Bi-weekly

APPROVED. Motion by Mr. Alvarez. Second by Mr. Dielmann. Passed by unanimous vote.

- 27b. Request to approve the **new** civil service classification and job description for the position of **Special Projects Coordinator I.**

Copy of **new** job description is attached. (No eligibility list on file.)

Range 49 - \$1,116 - \$2,235 Bi-weekly

APPROVED. Motion by Mr. Zubieta. Second by Mr. Alvarez. Passed by unanimous vote.

- 27c. Request to approve the **new** civil service classification and job description for the position of **Special Projects Coordinator II.**

Copy of **new** job description is attached. (No eligibility list on file.)

Range 50 - \$1,277 - \$2,485 Bi-weekly

APPROVED. Motion by Mr. Zubieta. Second by Mr. Dielmann. Passed by unanimous vote.

NEXT PERSONNEL BOARD MEETING: Monday, October 5, 2015 at 6:00 P.M.

If any person decides to appeal any decision made by the Personnel Board with respect to any matter considered at this meeting, he/she will need a record of the proceedings and, for such purpose, may need to ensure that a verbatim record of the proceedings is made, which record includes the testimony and evidence upon which the appeal is to be based. In accordance with the Americans and Disabilities Act of 1990, persons needing a special accommodation to participate in this proceeding should contact the Office of the City Clerk no later than seven (7) days prior to the proceeding. Telephone (305) 883-5820 for assistance; if hearing impaired, telephone the Florida Relay Service Numbers (800) 955-8771 (TDD) OR (800) 955-8770 (VOICE), for assistance.